

Drolette, Frances

From: Mellen, Linda
Sent: Tuesday, November 26, 2002 4:55 PM
To: Drolette, Frances; Meenan, Robert
Subject: Vacation Request

Fran and Bob,

Due to my need to spend some quality time with my aging mother, I respectfully request permission to take the month of March, 2003 off, and charge it to my accrued vacation time. I realize that this may place a burden on the school. However, I am willing to remain in daily contact, if necessary, to resolve any budgetary issues that may arise during my absence. Thank you for your kind consideration of this matter.

-Linda

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